

Office of Financial Institutions
MERIT INCREASE POLICY FOR CLASSIFIED EMPLOYEES

I. DEFINITION

“Merit increase” is an adjustment to an employee’s pay rate based on performance.

II. PURPOSE

To establish timeframes and requirements for merit increases and to emphasize the relationship between merit increases and performance.

III. ELIGIBILITY FOR MERIT INCREASES

- A. OFI will comply with the requirements of Civil Service Rule 6.14, Merit Increases.
- B. When a new employee has been continuously employed, without a break in service of one or more working days for a period of six months, he becomes eligible for and may be granted a merit increase provided that his six-month performance rating is “meets requirements” or higher.
- C. At the end of each subsequent 12 month period of continuous employment, he may be granted an additional merit increase if the Commissioner has determined that his performance merits such an award. This date of eligibility shall be known as an anniversary date and shall not change unless the employee has a break of employment in classified service.
- D. Merit increases shall be 4 percent of the employee's individual pay rate; however, merit increases may not cause an employee’s pay to exceed the maximum rate of pay established for the job.
- E. An employee who has a current official overall Performance Planning and Review rating of “Poor” or “Needs Improvement” shall not be eligible for a merit increase.
- F. At any time within 3 years from the date an employee gained eligibility for a merit increase, the Commissioner may grant the increase provided the employee’s official overall rating at the time of the increase is not “Poor” or “Needs Improvement. ”

APPROVED BY:



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Commissioner